

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: Information Technology Planner****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides strategic citywide and departmental information technology planning. Lends administrative support. Manages department and city information technology projects. Develops and refines performance measures for productivity, efficiency and effectiveness.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Provides strategic citywide and departmental planning by collecting and analyzing business and technical data from customers, researching and identifying technologies used to improve work processes, assessing technical and organizational capabilities and developing long-term strategies.
2	S	Lends administrative support by preparing and delivering technical presentations, surveys and reports, developing city and departmental policies and procedures and responding to technical inquiries.
3	S	Manages department and city information technology projects by developing and planning projects, monitoring progress and preparing reports.
4	S	Assists in the preparation of the budget by developing position papers on budget issues and strategies and reviewing budget plans for strategic technology initiatives.
5	S	Develops and refines performance measures for productivity, efficiency and effectiveness by performing process analysis, re-engineering processes and developing service level agreements for city agencies.

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years experience in Information Technology and strategic planning.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read technical manuals, publications and policies and procedures.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and statistics.
Writing	Work requires the ability to write reports, system documentation and standard operating procedures.
Managerial	Managerial responsibilities include planning and implementing computer systems.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers.

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Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Training, consultation
Sitting	F	Computer, desk work, meetings
Walking	F	Inter-office, to/from meetings, to/from office equipment
Lifting	O	Computers, monitors, printers
Carrying	O	Computers, monitors, printers
Pushing/Pulling	R	Computers, monitors, printers
Reaching	R	Computers, monitors, printers
Handling	R	Computers, monitors, printers
Fine Dexterity	F	Computer keyboard, installing components, telephone keypad, mouse.
Kneeling	R	Installing computer, monitors, printers
Crouching	N	Installing computer, monitors, printers
Crawling	R	
Bending	R	Installing computer, monitors, printers
Twisting	R	Installing computer, monitors, printers
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work
Hearing	C	Staff, supervisors, training, consultation, meetings, telephone
Talking	F	Staff, supervisors, training, consultation, meetings, telephone
Foot Controls	N	
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: \_\_\_\_\_**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, telephone, Standard Microsoft Windows and Office software, laser or inkjet printer, fax machine, copy machine, statistical survey software, GIS software, and graphics, presentation, and desktop publishing software

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)